



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

March 9, 2026

DIVISION MEMORANDUM

No. 129, s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

1. In compliance with **DepEd Memorandum No. 018, s. 2026**, issued pursuant to Memorandum Circular No. 114 of the Office of the President, all offices and schools under the Schools Division of Bataan are directed to implement energy conservation protocols and flexible work arrangements (FWA).
2. These measures are intended to reduce electricity and fuel consumption in government operations and promote responsible and efficient utilization of public resources.
3. All offices and schools shall maintain a standard thermostat setting of 24°C in air-conditioned rooms and offices.
4. Personnel shall ensure that power-saving or sleep settings are activated on all computers, printers, and other office equipment when not in active use.
5. Non-essential lights, air-conditioning units, and electronic devices shall be turned off during lunch breaks and after official working hours.
6. Offices shall implement energy-efficient practices including proper scheduling of equipment use and minimizing unnecessary electricity consumption.
7. Division and school offices shall strengthen fleet efficiency measures by consolidating official trips and minimizing unnecessary vehicle deployment.



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8. Drivers and personnel using government vehicles shall optimize travel routes and minimize engine idling during waiting periods.
9. Proper monitoring of fuel usage and vehicle maintenance shall be observed to ensure fuel efficiency and accountability.
10. All meetings, consultations, and coordination activities are encouraged to be conducted through virtual platforms whenever feasible.
11. Physical meetings or workshops may only be conducted when operationally necessary or indispensable.
12. Official travel shall be limited to essential and critical functions that cannot be effectively achieved through virtual or electronic communication.
13. Consistent with DepEd Order No. 004, s. 2025, covered personnel shall observe a four-day onsite work arrangement from Monday to Thursday.
14. Friday shall be designated as the common Work-From-Home (WFH) day for non-teaching and teaching-related personnel, including Contract of Service (COS) and Job Order (JO) employees, subject to supervision and monitoring.
15. Teaching personnel shall continue to follow their existing class schedules and school operations to ensure the uninterrupted conduct of classes and completion of school-year activities.
16. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day. Personnel assigned to WFH shall accomplish assigned tasks and submit **Daily Time Records (DTR), Individual Daily Logs, or accomplishment reports** as required and approved by their immediate supervisors.
17. Heads of Offices and School Heads shall ensure the continuous, efficient, and uninterrupted delivery of government services, particularly those providing frontline services.
18. Implementation of this memorandum shall strictly comply with Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and other relevant policies of the Department of Education.



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19. Schools and offices are **strongly encouraged to submit reports, communications, and official documents through online platforms, official email, or other digital submission channels** to minimize unnecessary travel and physical visits to District Offices and the Schools Division Office.

20. This practice aligns with the existing processes of the Schools Division Office when submitting reports and documents to the **Regional Office, Central Office, and other government agencies**, where digital submission is commonly utilized.

21. This Memorandum shall take effect immediately upon issuance and shall remain in force until further directives are issued by the Department of Education.

20. Immediate and strict compliance is hereby enjoined.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

To be included in the Perpetual Index
under the following subjects

ENERGY CONSERVATION PROTOCOLS
FLEXIBLE WORK ARRANGEMENTS
NON TEACHING PERSONNEL
OFFICES
RELATED TEACHING PERSONNEL



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure No. 1 to Division Memorandum No. __ s. 2026

SAMPLE TEMPLATE 1
INDIVIDUAL DAILY LOG (FOR WFH / FLEXIBLE WORK
ARRANGEMENT)

Name of Employee				
Position				
Office/Unit/School				
Date				
Immediate Supervisor				
Time	Activity / Task Performed	Expected Output	Actual Output / Accomplishment	Remarks
8:00AM – 12:00 NN	Example: Responded to official emails and communications	Emails responded	15 emails answered	Completed
1:00PM – 5:00PM	Example: Preparation of reports	Draft report	Draft completed	Submitted for review

Summary of Accomplishments

(Brief description of major outputs completed for the day)

Prepared by:
Signature: _____
Name: _____
Date: _____

Verified by:
Signature: _____
Immediate Supervisor

=====

CERTIFICATION

I hereby certify that the above accomplishments were completed during the Work-From-Home / Flexible Work Arrangement schedule in accordance with **DepEd Order No. 004, s. 2025**.

Employee Signature: _____
Date: _____



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Department of Education

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DepEd MEMORANDUM
No. **018**, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE
WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT
TO MEMORANDUM CIRCULAR NO. 114**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with Memorandum Circular (MC) No. 114 issued by the Office of the President (OP) on March 6, 2026, the Department of Education (DepEd) directs the strict adoption of energy conservation protocols and flexible work arrangements as earlier authorized under DepEd Order (DO) No. 004, s. 2025 (Flexible Work Arrangements in the Department of Education).
2. These measures aim to reduce the energy consumption of government operations and optimize the use of public resources amid rising fuel costs caused by geopolitical tensions. This shall be implemented starting **March 9, 2026** and shall remain in effect until lifted or sooner revoked by OP.

Energy Conservation Protocols

3. All DepEd offices are directed to strictly undertake the following conservation measures to achieve an actual electricity and fuel consumption reduction of 10–20 percent:
 - a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces.
 - b. Activate sleep settings on all office equipment.
 - c. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
 - d. Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or down, where practicable.
4. All meetings for inter-agency coordination, consultations, and conferences shall be held virtually. Physical meetings or workshops are allowed only when necessary or operationally indispensable.

Official travel shall be authorized only for essential and critical functions, specifically when the objectives of the activity cannot be effectively achieved through alternative modalities such as virtual meetings or electronic communications.

5. All DepEd offices shall strengthen fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These measures include:

- a. Consolidating trips by combining official tasks and destinations to reduce vehicle deployments.
- b. Optimizing routes using the shortest, least-congested travel paths and coordinated scheduling.
- c. Strictly minimizing engine idling during waiting periods, except when operationally necessary.
- d. Adopting the "full-tank method" for precise fuel monitoring and adhering to rigid preventive vehicle maintenance.

Flexible Work Arrangements (FWA)

6. DepEd shall adopt a **four-day onsite work arrangement from Monday to Thursday**. In accordance with MC No. 114, s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel. For the duration of this arrangement, Friday shall also serve as the WFH day under the Combination of Flexible Work Arrangements provided under DO 004, s. 2025, or the Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education.

7. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all non-teaching and related-teaching personnel of the Department, including Contract of Service and Job Order employees, in accordance with DO 004, s. 2025. Teaching personnel shall continue to adhere to their existing class schedules and school arrangement to ensure uninterrupted conduct of classes and end-of-school-year activities.

8. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day.

9. Compared to the four-day compressed work week which would require extended working hours, the adoption of the common WFH shall ensure inclusivity of work arrangement among solo parent, senior citizens, Persons with Disabilities personnel.

10. To sustain the delivery of services during the WFH arrangement, heads of offices shall ensure the continuous, efficient, and uninterrupted delivery of government services, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee timely and effective service provision even under remote work arrangements. Clients and stakeholders shall be able to submit requests and lodge inquiries through official communication channels.

11. In the implementation of the WFH arrangement and energy conservation under this Memorandum, all DepEd offices shall ensure full compliance with the provisions of the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and shall maintain zero-backlog for all frontline and non-frontline services. Heads of offices shall institute mechanisms to ensure service delivery timelines are strictly observed whether work is performed on-site or off-site. No delay attributable to the WFH arrangement shall be allowed.

12. Monitoring of attendance and performance of all personnel availing the WFH arrangement must strictly comply with the reporting mechanisms prescribed under DO 004, s. 2025 such submissions of Daily Time Records and duly accomplished Individual Daily Logs and Accomplishment Reports, approved by the respective immediate supervisors.

13. For immediate and strict compliance.


SONNY ANGARA
Secretary

Reference:

DepEd Order (No. 004, s. 2025)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
EMPLOYEES
ENERGY CONSERVATION
FLEXIBLE WORK ARRANGEMENTS

FRONTLINE SERVICES
OFFICIALS
SERVICE DELIVERY
WORK FROM HOME